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7 October 1959

MEMORANDUM FOR: All Operations Officials with Info. copies to the following:
Executive Officer, O/DCI, 221 Admin; [redacted] O/DD/C, 202 Admin

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Also: 4 - Rec.Ofr Assistant to DD/I (Admin), 347 Admin; Chief, R&C Staff, OO, 402, 1717 H St;

[redacted] his seat under specia [redacted]

SUBJECT: Conference of Records Officers [redacted]

1. A conference of Records Officers is scheduled for the 4th and 5th of November [redacted]. The main theme of this conference will be, "How to Increase the Effectiveness of Your Records Disposition Program."

2. I have selected this topic because I feel strongly that records disposition is one of our most effective management tools for countering the Agency's mounting space problem. This problem is now twofold: (a) Space in existing quarters and in the new building will continue to be at a premium as the headquarters records volume continues to mount, and (b) comparatively, storage space at the Records Center is diminishing as more and more records are being retired there.

3. Naturally we do not wish to discourage records retirement and thereby compound an already aggravated space problem in headquarters. So our approach will be to assess the retention values of our records holdings both at headquarters and at the Records Center. For this reason I feel that a conference at the Records Center site is most appropriate.

4. While emphasis will be on records disposition, other phases of the Records Management Program will be covered to the extent that time permits. Therefore, I invite you and your Records Officer to suggest any subjects you would like on the agenda. Please let me have these by 21 October if possible. May I also suggest that, in preparation for this conference, your Records Officer review the Records Control Schedule for your office, giving particular consideration to those items now scheduled for permanent, long-time, or indefinite retention.

5. The first session of the conference will begin promptly at 8:30 A.M. Wednesday, 4 November. It is important, therefore, that all participants arrive [redacted] by about 6:00 P.M. on the prior Tuesday. Transportation should be arranged by each Records Officer. However, the Records Management Staff will assist where possible in forming car pools. I will therefore appreciate being advised of your Records Officer's transportation needs or plans.

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